

# LAKE DELTON POLICE DEPARTMENT

PO Box 510, 50 Wisconsin Dells Pkwy S, Lake Delton, WI 53940  
Office (608)254-7571 • Dispatch (608)254-8331 • Fax (608)254-4651  
Web: www.lakedelton.org • Email: ldpd@lakedeltonpd.org

## OPEN RECORDS REQUEST FORM

Date of Request \_\_\_\_\_

Name of Requester \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

*If requesting an accident report, you can access your report online at [www.crashdocs.org](http://www.crashdocs.org) and do not need to submit this request*

Type of Report Requested:  Accident  Incident/Arrest  Traffic Citation  Contact History  
 Other, describe \_\_\_\_\_

LDPD Case Number \_\_\_\_\_ (If not known, complete below information)

Involved Person(s) Name(s) \_\_\_\_\_

Date of Incident \_\_\_\_\_ Location of Incident \_\_\_\_\_

Additional Information (if needed) \_\_\_\_\_

How would you like to receive the report?  Pick up in person  Mailed to above address  Faxed to \_\_\_\_\_  
 Emailed to \_\_\_\_\_

*I understand this request will become part of the files maintained by the Lake Delton Police Department and is subject to open records.*

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form via mail, fax or email using the contact information above. Open records requests will be processed during regular business hours, Monday through Friday between 9:00am and 4:00pm. The requester must allow the department a minimum of 10 business days to process the record request. Dispositions are available from the Sauk County Clerk of Courts Office for arrests.

Requests for reports involving juveniles require the submission of an Authorization for Release of Juvenile Information Form. Juvenile information and records are confidential and are not subject to open records.

\*Fees apply regardless of method by which record is obtained

\* If the total costs exceed \$5.00, pre-payment is required.

### *For Department Use Only*

Record Type	Fees	Costs
MV4000 Accident Report	\$5.00	
Copies of Reports	\$.25 per page	
Copies of CD/DVD	\$5.00 each	
Mailing/Postage	Actual costs	
	<b>Total =</b>	

<u>Disposition</u>
Completed by: _____
Date Completed: _____
Invoice #: _____